



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CARPENTER SUPERVISOR (MAINTENANCE)	32	G	9.439
CARPENTER II (MAINTENANCE)	31	G	9.424
CARPENTER I (MAINTENANCE)	30	G	9.423

### SERIES CONCEPT

Incumbents in this class series perform and/or supervise the performance of journey level skilled work in carpentry in order to maintain and repair buildings, structures, fixtures, furniture, and equipment. Incumbents in this class are distinguished from Maintenance Repair Specialists in that the majority (60% or more) of the work performed is carpentry and woodworking, i.e., incumbents may perform duties related to other building trade areas but it is not the principal function of incumbents in this class.

Respond to repair orders by: establishing the priority of repairs; estimating cost of jobs; acquiring the materials to complete the job by contacting vendors and/or completing a purchase requisition; making the repair; documenting the time and material costs for billing purposes.

Institute a preventative maintenance schedule and perform preventative maintenance such as conducting routine inspections and making adjustments and minor repairs, in order to prolong life of furniture, fixtures and structures, and maintain a satisfactory appearance.

Build furniture and fixtures such as tables, cabinets, and bookshelves as requested by agency staff. This includes meeting with the individual requesting the item; designing the project; selecting and ordering the appropriate materials; cutting and assembling the materials; and staining and sealing the finished project.

Repair and maintain doors, jambs, windows, ceiling, roofs, walls, stairs, flooring, concrete, and furniture to ensure structures and furniture are in proper working order or condition. May install and maintain locksets, door closers, and associated door hardware.

Build or remodel rooms in accordance with code requirements by: reviewing blueprints; planning and laying out project; constructing forms and pouring and finishing concrete for slabs and floors; removing doors, windows, electrical outlets, light fixtures, heating ducts and fans; cutting out sheetrock walls; disassembling and removing wood or metal wall framing; installing or replacing roofing components; fabricating and installing floor, stair, wall, and ceiling framing members; cutting sheetrock and attaching it to the framework; installing doors, windows, shelves, trim, flooring, light fixtures, and ceiling tiles.

May construct rooms using concrete blocks which includes: making guidelines and laying out work; spreading mortar, positioning block, and shaping mortar joints; checking horizontal and vertical alignment with a straight-edge and level.

May provide lead work supervision including training, work direction and work review to other maintenance staff such as maintenance repair workers, students and inmate crews.

May assist contractors by providing information regarding the existing structure and systems and required work. May review bids and work completed by contractors for quality and conformance with specifications and codes.

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## **CLASS CONCEPTS**

### **CARPENTER SUPERVISOR**

Under general supervision, directs and provides line supervision to a crew of carpenters, typically three or more, and performs complex skilled carpentry and woodworking described in the series concept.

Schedule and oversee repair and maintenance work by: reviewing work requests and/or structures, furniture and fixtures; determining the complexity of work and establishing the job priority; writing the work order; coordinating job completion with other trade workers; assigning work to agency personnel or making arrangements for an outside vendor to complete; laying out major projects; inspecting work to ensure timely completion and compliance with specifications and code requirements.

Supervises a crew of subordinate carpenters and, in addition, may supervise other maintenance staff such as maintenance repair specialists, maintenance repair workers and craft workers-in-training. Supervision includes hiring, providing training and technical assistance; assigning and reviewing work; initiating disciplinary action; and evaluating performance. Ensure personnel comply with federal and state laws and regulations and state, agency, and division policies and procedures. Ensure employees are informed and receive proper training in the use of hazardous materials and safety procedures.

Completes an estimate of time and material costs for upcoming projects and provides the estimate to agency management. Purchases or completes purchase requisition for tools, materials, and supplies needed for work unit operations.

### **CARPENTER II**

Under general supervision, performs the range of duties described in the series concept and either 1) functions as a lead work supervisor the preponderance of the time on a regular and reoccurring basis to lower level carpenters, journey level skilled trades workers, or a regularly assigned crew of inmates OR 2) performs cabinetmaking duties as described below the majority of the time.

Lead work supervision includes providing training and technical assistance, work assignment and work review, and input to performance evaluations. In a prison environment, inmate performance is documented through completion of periodic performance reports and incumbents are responsible for implementing security procedures which includes securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment. Supervision of a crew of inmates must be within the institution and must be a regular and reoccurring duty of a position to warrant allocation to this class.

Incumbents involved in skilled cabinetmaking perform duties to include building exhibit cases, and high grade furniture the majority of the time and may perform restoration work on buildings and antique furniture. Responsibilities include: drawing construction plans for the job; estimating costs; selecting the appropriate materials and woodworking equipment to achieve the best result; determining the best method of restoration to include using antiquated building methods when necessary.

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### CLASS CONCEPT (cont.)

Positions at this level are distinguished from the lower level of the series by either lead work supervisory responsibilities OR by their responsibilities for performing skilled cabinetmaking work the majority of the time.

This is the advanced journey level class in the series.

#### CARPENTER I

Under general supervision, incumbents perform the range of duties described in the series concept at the journey level. Supervisors are consulted prior to performing large scale projects and in situations requiring coordination among various trades or outside contractors.

This is the journey level class in the series.

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### MINIMUM QUALIFICATIONS

#### CARPENTER SUPERVISOR

##### EDUCATION AND EXPERIENCE:

##### I

Graduation from high school plus 30 semester credits with an emphasis in carpentry and woodworking and three years of journey level carpentry experience equivalent to a Carpenter I in Nevada State service; OR

##### II

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level carpentry experience may be substituted for 30 semester credits with an emphasis in carpentry and woodworking.

**LICENSE:** A valid Nevada driver's license may be required for some positions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of state and agency policies and procedures pertaining to purchasing, personnel, and work unit operations. Thorough knowledge of national, state and local building codes and fire codes relevant to carpentry and construction work. Working knowledge of the principles and practices of management and supervision.

Ability to train, motivate, and supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance.

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**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to speak to groups or on a one-to-one basis using proper grammar and vocabulary, to provide training, obtain and provide information and explain and interpret policies and procedures. Ability to set priorities which reflect the relative importance of the needs of the agency and the capacity of the shop to meet those needs. Ability to examine structures, furniture and fixtures, determine what modifications or repairs are necessary, and determine the cost, feasibility, cost effectiveness and design of the project. Ability to schedule projects by coordinating with other trade workers, agency staff, and outside vendors. Ability to estimate the material, supply and equipment requirements for shop operations and major projects.

In addition, all knowledge, skills, and abilities required at the lower levels of the series.

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## **CARPENTER II**

### **EDUCATION AND EXPERIENCE:**

#### **I**

Two years of journey level carpentry experience equivalent to a Carpenter I in Nevada State service, plus 30 semester credits with an emphasis in carpentry and woodworking; OR

#### **II**

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level carpentry experience may be substituted for 30 semester credits with an emphasis in carpentry and woodworking.

**LICENSE:** A valid Nevada driver's license may be required for some positions.

### **SPECIAL NOTE:**

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within parameters of the position specification.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of restoration methods and techniques applicable to historical buildings and antique furniture.

Ability to enforce safety, security, and custodial measures for the supervision of inmates. Ability to supervise staff including training, assigning and reviewing work, and evaluating performance. Ability to establish and maintain records and files and prepare reports pertaining to shop operations, materials, and supplies.

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### **MINIMUM QUALIFICATIONS (cont.)**

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)**

Skill in cabinetmaking and finish carpentry sufficient to construct exhibit cases, furniture, room settings, and perform restoration work.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of state and agency policies and procedures pertaining to work unit operations, personnel, and purchasing. Working knowledge of national, state and local building codes and fire codes relevant to carpentry and construction.

Ability to set priorities which reflect the relative importance of job assignments. Ability to establish and maintain cooperative working relationships with vendors and agency staff.

In addition, all knowledge, skills, and abilities required at the lower levels of the series.

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#### **CARPENTER I**

##### **EDUCATION AND EXPERIENCE:**

I

Three years of skilled carpentry experience under the supervision of a journey level carpenter (such as an apprenticeship) which included responsibility for performing a variety of repairs and maintenance activities, laying out jobs and ordering material, plus 30 semester credits with an emphasis in carpentry and woodworking; OR

II

Successful completion of the Craft-Worker-In-Training program in Nevada State service; OR

III

Completion of a recognized carpentry apprenticeship program; OR

IV

An equivalent amount of education and experience that provided the applicant with the required entry level knowledge, skills and abilities. One year of journey level carpentry experience may be substituted for 30 semester credits with an emphasis in carpentry and woodworking.

**LICENSE:** A valid Nevada driver's license may be required for some positions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of agency policies and procedures pertaining to work unit operations. Working knowledge of cabinetmaking joints and the construction of cabinets and furniture.

Skill in laying concrete blocks sufficient to construct a room addition.

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### MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the standard practices, methods, materials, tools, and equipment used in carpentry and woodworking. Working knowledge of safety hazards, safe working procedures, and the proper use, storage, and disposal of hazardous materials. General knowledge of national, state and local building codes and fire codes relevant to carpentry work.

Ability to write sufficient to prepare work orders, requisition supplies, and prepare specifications. Ability to read sufficient to read and interpret repair orders and building codes. Ability to read and interpret blueprints and construction drawings in order to determine the type, location and configuration of carpentry work. Ability to plan projects, sketch working drawings, and lay out materials. Ability to inspect lumber for grade and quality. Ability to estimate the materials and time required to complete projects. Ability to add, subtract, multiply and divide whole numbers, fractions and decimals to calculate dimensions and material needs and lay out projects. Ability to establish and maintain cooperative working relationships with co-workers. Ability to work independently and follow through on assignments with minimal direction. Ability to safely lift construction materials. Ability to work on ladders and scaffolding and confined building access areas.

Skill in safely operating and maintaining the hand and power tools used in carpentry and woodworking. Skill in performing a variety of skilled journey level carpentry and woodworking processes including foundations and forms, framing and layout work, millwork, finishing, and hardware installation and repair.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.439</u>	<u>9.424</u>	<u>9.423</u>
ESTABLISHED:	7/1/91P	7/1/91P	1/1/61
	11/29/90PC	11/29/90PC	
REVISED:			7/1/91P
			11/29/90PC